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DD/S REGISTRY  
FILE *Of M 9*

28 NOV 1969

MEMORANDUM FOR: Mr. Coffey

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SUBJECT : Personnel Reductions

1. Attached is a memorandum which was handed out by the Executive Director at the Deputies' Meeting on 26 November. It was requested that this be studied and will be the subject of a Deputies' Meeting in the near future. The Executive Director advised that the decisions on the 2 1/2% reduction for FY 1971 must be made by the end of January 1970 and presumably an early meeting on this subject will be held.

2. I ask that you consider this memorandum and meet with me shortly as to suggestions as to how we will place the proposals that affect the DD/S under consideration.



~~R. E. Bannerman~~  
Deputy Director  
for Support

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Att: Memo dtd 26 Nov 69 for DD/I,  
DD/P, DD/S&T, DD/S fr ExDir-Compt,  
same subj w/att

Distribution:

1 - EO-DD/S, w/Att

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DD569.5379

NOV 1969

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Science & Technology  
✓ Deputy Director for Support

SUBJECT : Personnel Reductions

REFERENCE : Memoranda from Executive Director-  
Comptroller to each Deputy Director,  
dtd 10 November 1969, Same Subject

1. As you know, the Agency is required to effect a net reduction in its personnel strength of five percent during Fiscal Years 1970 and 1971. This means [ ] positions. At the same time, new high-priority functions will be undertaken which will require at least [ ] new positions. In other words, our problem is the elimination over this period of time of somewhere between [ ] positions from the [ ] which were distributed in our FY 1970 budget and against which the Presidential reductions were established.

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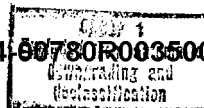
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2. I felt safe in establishing your FY 1970 year-end ceilings as explained in referent memoranda, because certainly your year-end ceilings for FY 1971 will be somewhat less. Moreover, the new FY 1970 year-end numbers seem to be about what we can and should achieve in the next seven months. Insofar as possible, however, we should look at the reductions required across both years and effect the necessary changes based on our best operational and programmatic judgments.

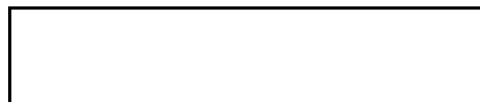
3. As we have discussed, the elimination of positions does not solve what may be a more troublesome problem, and that is the disposition of the related personnel. These two problems must be solved almost simultaneously but unless you eliminate the positions

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first, you don't really know what your personnel problem is -- and its solution becomes much more difficult. We must therefore proceed forthwith with the identification of the positions which are to be eliminated by 30 June 1971. I need the advice and assistance of the Deputy Directors in trying to reach a decision which will be equitable and at the same time reflect true Agency priorities.

4. I am attaching hereto a list of activities which I think we should consider. Even if all of these were accepted, however, they would not supply enough positions to do the whole job. I therefore need additional suggestions of your own as to how we will effect the entire reductions. In order to prepare our budget for submission to the Congress, we will have to reach these decisions not later than 30 January 1970.



L. K. White  
Executive Director-Comptroller

Attachment:

List of Candidates for Possible Personnel Reductions

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69-5613

10 November 1969

DD/S 69-5132

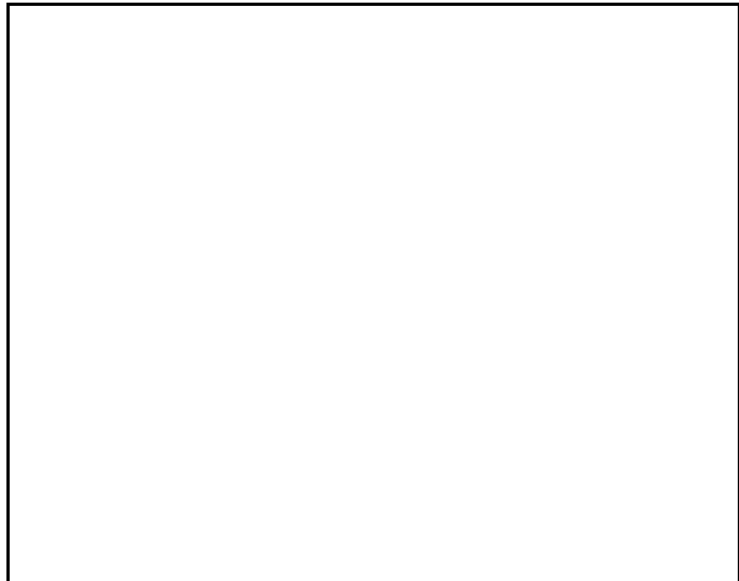
MEMORANDUM FOR: Deputy Director for Support

Bob:

As you know, I had intended to discuss Fiscal Year 1970 personnel ceilings with you at our Deputies Meeting on 12 November. Unfortunately, I have had to cancel the meeting. I do not feel we should delay further, however, in advising components of their 30 June 1970 ceilings.

I had expected to review with you in some detail the rationale in arriving at these ceilings, and I will be glad to do so at our next meeting. In the interim, suffice it to say our approach was simply to project our attrition based on our actuarial experience and to control the ceiling by limiting the number of new employees who could be entered on duty. I think a more detailed explanation will satisfy each of you that you got a fair shake.

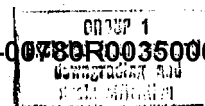
We allowed for new EOD's as follows:



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L. K. White

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69-5580/2

10 NOV 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Personnel Reductions

1. As you know, the Bureau of the Budget has established an employment ceiling for the Agency of [ ] to be achieved by 30 June 1970. This constitutes a 2-1/2% reduction [ ] during the current fiscal year, and informally we have been advised that another 2-1/2% reduction will be imposed next fiscal year.

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2. Having studied this problem at some length, I have reached the conclusion that insufficient time remains in FY 1970 to undertake the kinds of thoroughgoing studies which could lead to reductions based on programmatic decisions. For FY 1971, however, the Agency can and should approach the next phase of this reduction exercise by reassessing priorities, examining procedures, and then reducing or eliminating the least profitable activities. FY 1971 reductions will, therefore, be the subject of subsequent discussions. We will, however, need to get started fairly soon in order that appropriate actions can be taken in an orderly and timely manner.

3. There are several ways we can meet the immediate requirement of reducing Agency employment totals by [ ] in the next eight months. After examining the alternatives I believe that the best procedure is to manage this reduction by controlling the flow of new employees coming in to replace those lost through attrition. To accomplish this we are required to establish revised year-end ceilings, but it will not be necessary at this time to restructure formal tables of organization.

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4. For the Support Directorate the 30 June 1970 on-duty personnel ceiling (excluding the Career Trainee Program) is established at [ ] derived in the following manner:

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a. current on-duty strength -- [ ]

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Excluded from automatic  
downgrading and  
declassification

c. minus statistically projected attrition --

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d. plus anticipated EODs between now and 31 January 1970 from those already in the pipeline --

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e. plus an EOD authorization for additional recruitment between 31 January and 30 June 1970 --

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As agreed, the 30 June 1970 ceiling for the Career Trainee Program will be .

5. Obviously it will be necessary to work closely with the Director of Personnel in order to monitor attrition and accession rates and also to take necessary action to adjust the mix between professionals and clericals if an imbalance is indicated. Further, even though we will be moving in a downward trend some degree of momentum must be maintained in our recruiting mechanism so that needed jobs can be filled in an orderly manner.

6. In order to prepare the FY 1971 Congressional Budget this winter it will, of course, be necessary to distribute the FY 1970 reduction so that the lower figures for both dollars and personnel positions are properly reflected. I realize that this will require considerable study over the next few weeks, but this must be done not later than 1 January 1970 in order that we may submit our budget to the Congress early in the new year.

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L. K. White

Executive Director-Comptroller

cc: Director of Personnel

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d. Training functions now performed separately in various components of the Agency outside of OTR;

e. Air support;

f. Within Directorates of branches, sections and perhaps divisions performing closely related and relative similar functions thereby reducing the command structure, staff and administrative support elements;

g. Functions now performed at certain [ ] overseas bases which could be consolidated with existing headquarters elements.

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6. All Directorates could consider replacing by contractual arrangements service functions performed by staff personnel. For example, in the Support Directorate the following contractual arrangements might be initiated:

a. Executive Dining Room

b. Assigned chauffeurs

c. Automotive maintenance

d. Shuttle Bus service

e. Pneumatic tube system maintenance

f. Typewriter repair

g. NIS printing services

25X1

SIGNED R. L. Bannerman

R. L. Bannerman  
Deputy Director  
for Support

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**MEMORANDUM FOR:** Director of Communications  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training

**SUBJECT : Personnel Ceiling Reduction**

1. The attached is the official announcement of the subject discussed with you in executive session following the DD/S Staff Meeting 14 October 1969.

2. In order to respond to Colonel White's 20 October deadline, it is important that your ideas responding to the specific requirements in Colonel White's memorandum as well as points made in our discussion 14 October are received prior to close of business Friday, 17 October.

*for* R. L. Bennerman  
Deputy Director  
for Support

**Att: Memo dtd 14 Oct 69 to Deputy Directors  
fr ExDir-Comp, same subject**

ADD/S:JWC:es (15 Oct 69)

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14 OCT 1969

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Science & Technology  
Deputy Director for Support

SUBJECT: Personnel Ceiling Reduction

25X1  
1. We have been advised by the Bureau of the Budget that the President desires that the Agency's personnel strength be reduced by a total of five percent during Fiscal Years 1970 and 1971. We have been formally notified that our year-end FY 1970 ceiling is to be reduced by  Presumably, we will in due course receive formal notification for a similar reduction by 30 June 1971.

2. We have asked for some modest increases in our FY 1971 budget. To the extent that these increases are honored, this may offset the contemplated total reduction in FY 1971. We do not know whether these increases will be granted or, if they are, whether or not they will offset the reduction otherwise planned. We probably will not know this until later in the calendar year when the President acts on our FY 1971 budget request. Regardless of his action, we still have the problem; only the order of magnitude is uncertain.

3. It is clear that there are two major parts to this problem: first, we must identify where the reductions will be made; and second, we must determine how to handle the disposal problem involving these substantial numbers of people. Each of these aspects will require our most careful consideration, but for the moment I suggest we concentrate on where these cuts can be taken.

4. It would be my recommendation that we effect the first incremental reduction by eliminating from the authorized ceiling as of 30 June 1970 all positions lost through the recently completed OPRD exercise. For the sake of discussion this could be expected to yield

